

## Dauphin County General Authority

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Minutes for April 19, 2023 Board Meeting

Present: Barb Zemlock, Dave Shannon and Todd Pagliarulo; Doug Gelder and Bill Kohl, by Zoom.

Administrator: Jay Wenger.

Financial Advisor: Jay Wenger.

Solicitor: Guy Beneventano.

PMI: Breanna McCoy, via Zoom.

Beyond The Numbers: Andrew Kehl, via Zoom.

Indigo Golf Management: Chris Strand.

Guest: Bruce Grossman, Legal Counsel for Veterans' Organization of Pennsylvania ("VOPA")

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The meeting was called to order at 8:00 am, by the Chair, Barb Zemlock, and a quorum was present. The meeting was properly advertised and recorded.

### **Executive Session held Between Board Meetings:**

The Board held an Executive Session on March 20, 2023 to obtain the advice of counsel on bidding matters involving the Dauphin Highlands golf course. The Administrator was present to provide information.

### **Approval of March 15, 2023 Board Meeting minutes:**

Motion: Dave Shannon

Second: Todd Pagliarulo

Approved 4-0

### **Public Comment:**

Bruce Grossman, attorney with Caldwell & Kearns, representing VOPA, attended the April 19 meeting to present VOPA's planned housing community and the permanent and temporary easements that cross the Riverfront Office Center property. According to Attorney Grossman, there are two permanent easements; one that allows traffic at anytime that circles the north and east side of the property. The second permanent easement is for utilities and emergency vehicles.

The temporary easement, granted to VOPA in 2022, runs parallel to the ROC, on the west side of the building. The temporary easement allows for traffic between 5:00pm and 7:00am.

VOPA is requesting that the temporary easement be amended to allow construction vehicles to turn left(east) on the southwest corner of the ROC, passing between the building and the south side employee parking lot. This request is made to provide easier access and egress for large vehicles. VOPA expects it will take sixty days to construct the access road from the southeast corner of the ROC to their

site. After the access road is completed, VOPA and its contractor will not need to use the requested route from the existing temporary easement to the new entry point for the access road.

Most of the construction related traffic will occur in the first sixty days of construction and the construction is scheduled to run from June 2023 to June 2024.

Mr. Grossman stated that VOPA is not requesting any on-site parking for construction workers.

Mr. Beneventano asked Mr. Grossman to produce written copies of the two permanent easements, as well as the site plan.

Mr. Shannon asked if the Authority is permitted to alter the existing temporary easement and maintain the current 5:00 pm to 7:00 am usage.

Mr. Gelder asked if the general contractor, Pyramid Construction, will indemnify the Authority, in addition to any indemnification provided by VOPA.

Mr. Beneventano suggested that would be preferred.

Bill Kohl asked if the easement to be granted can be amended, if necessary. Mr. Beneventano indicated that is possible, but requires that stipulation to be part of the original easement.

Breanna McCoy indicated that PMI strongly recommends that the DCGA make a single request of tenants for the requested use.

#### **2022 AUDIT PRESENTATION BY MAHER DUESSEL**

Jennifer Cruverkibi, of Maher Duessel, presented the 2022 audit and related documents. The Board accepted the 2022 Audit as presented.

Motion: Dave Shannon

Second: Todd Pagliarulo

Approved 5-0

#### **RIVERFRONT OFFICE CENTER**

- A. The Board approved the payment of the Capitol View Construction invoice in the amount of \$9,337.70 to replace the damaged flagpole.  
The expense will be paid from Contingency Fund/insurance proceeds.

Motion: Dave Shannon

Second: Todd Pagliarulo

Approved 5-0

- B. The Board approved the payment of the Floormax invoice in the amount of \$4,567.00 to replace the floor covering in the first-floor bathroom.  
This expense will be paid from the Renewal and Replacement Fund.

Motion: Todd Pagliarulo

Second: Dave Shannon

Approved 5-0

- C. The Board approved the payment of the McNees Wallace & Nurick invoice in the amount of \$1,435.00 for work related to the Fulton Bank loan amendment, series of 2020. This expense will be paid from the Renewal and Replacement Fund.

Motion: Dave Shannon

Second: Todd Pagliarulo

Approved 5-0

- D. The Board approved the payment to PMI in the amount of \$121,604.14 for the March operating expenses.

Motion: Todd Pagliarulo

Second: Dave Shannon

Approved 5-0

- E. PMI provided the monthly kilowatt consumption report. Since the completion of the LED project, the kilowatt hours have been lower than the comparable year ago months. The savings, thus far, have been approximately \$55,000.
- F. PMI provided a contact at Thyssenkrup and Mr. Beneventano will contact them to begin discussing the elevator renovation project.
- G. Breanna McCoy reported that DGS has agreed to the project cost allocation and PMI is prepared to publish the bid, with a project pre-bid meeting to be scheduled May 1. Bids will be due May 15 and the Property Committee will review the bids prior to the May board meeting.

- H. The Board approved the Floomax proposal in the amount of \$925.00 to replace carpet in a storage room. This expense will be paid from the Renewal and Replacement Fund.

Motion: Todd Pagliarulo

Second: Bill Kohl

Approved 5-0

- I. The Board approved the Capitol View Construction proposal in the amount of \$9,436.87 to clean the windows and apply pesticide. This is exterior cleaning, only. This expense will be paid from operations.

Motion: Todd Pagliarulo

Second: Dave Shannon

Approved 5-0

- J. The Board approved the Triangle Fire Protection Inc. Proposal in the amount of \$960.00 to repair and replace a backflow valve and to re-test. This expense will be paid from the Renewal and Replacement Fund.

Motion: Dave Shannon

Second: Todd Pagliarulo

Approved 5-0

- K. The Board approved the Lease Acceptance form for the parking lot guard shack.

Motion: Dave Shannon

Second: Todd Pagliarulo

Approved 5-0

- L. The Board conditionally approved the PADOT lessor consent request in the amount of \$6,108.00 to install a security camera on the north side of the building. Approval is conditioned upon approval of an acceptable Addendum to Morefield's Master Business Agreement.

Motion: Dave Shannon

Second: Todd Pagliarulo

Approved 5-0

## **FINANCIAL REPORTS**

The March 31, 2023 financial statements were presented by Andrew Kehl.

### **SOLICITOR'S REPORT –**

None

### **FINANCIAL ADVISOR'S REPORT**

None

### **GOLF COMMITTEE REPORT –**

Mr. Strand reported that March rounds exceeded budget and April is trending ahead of budget.

The monthly transfer is \$92,500.00.

Year to date, the Dauphin Highlands is \$70,000 ahead of budget.

Greens fees will increase to two increments, prior to mid-May.

### **Administrator's Report:**

#### **Dauphin County General Authority Matters**

- A. Approved the payment to RBC Capital Markets in the amount of \$6,500 for the March Administrative Services Agreement.

Motion: Todd Pagliarulo

Second: Dave Shannon

Approved 5-0

- B. Approved payment to Guy Beneventano for legal services in the amount of \$6,863.42, including March expenses in the amount of \$196.75.

Motion: Bill Kohl

Second: Dave Shannon

Approved 5-0

- C. Approved the payment to Beyond The Numbers in the amount of 6,079.78 for the March financial statement report and work related to the 2022 audit, as required by Maher Duessel.

Motion: Todd Pagliarulo

Second: Dave Shannon

Approved 5-0

- D. Approved the payment of the PA Media Group invoice in the amount of \$309.98 for the golf cart fleet purchase advertisement.

Motion: Todd Pagliarulo

Second: Dave Shannon

Approved 5-0

- E. Approved the payment of the Maher Duessel invoice in the amount of \$21,000.00 for work related to the 2022 audit report. This is a partial payment.

Motion: Dave Shannon

Second: Todd Pagliarulo

Approved 5-0

#### **Dauphin Highlands Golf Course: Matters Requiring Action**

- A. Ratified the May 1, 2023 S&T Bank Loan debt service payment in the amount of \$31,037.63.

Motion: Todd Pagliarulo

Second: Dave Shannon

Approved 5-0

- B. The Board approved the Capitol View Construction proposal in the amount of \$15,710.10 to construct a conference room in the lower lever of the clubhouse. The approval is contingent upon a completed demolition and construction contract to be prepared by Guy Beneventano.

Motion: Dave Shannon

Second: Todd Pagliarulo

Approved 5-0

- C. Mr. Beneventano provided a status report for the contract extension with Indio Golf Management. The Board stated it prefers to have the contract completed by late summer, 2023.

- D. The Board ratified the rejection of all proposals related to the golf cart fleet lease proposal.

Motion: Dave Shannon

Second: Todd Pagliarulo

Approved 5-0

- E. The Board approved the Golf Cart Services proposal in the amount of \$449,000.00 to purchase 78 new golf carts for the 2024 calendar year and one utility vehicle.

Motion: Bill Kohl

Second: Todd Pagliarulo

Approved 5-0

- F. The Board approved the acquisition of a rough lawn mower and a pro-core aerator, pursuant to a five-year lease. The lease will be structured for six monthly, in-season payments. The approval is subject to Mr. Beneventano's review and approval of the lease.

Motion: Dave Shannon

Second: Todd Pagliarulo

Approved 5-0

#### **Old Business**

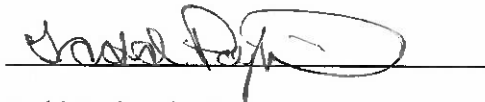
- A. The Board approved the payment of the Round 4 invoice to work related to the website development.

#### **Executive Session:**

The Board held an executive session to obtain the advice of legal counsel in connection with pending legal matters. The Administrator and Breanna McCoy were present to provide information.

**Other Business:** None

Meeting adjourned at 10:30 am.

A handwritten signature in black ink, appearing to read "Todd Pagliarulo", is written over a solid horizontal line. The signature is stylized and cursive.

Todd Pagliarulo, Secretary